

**SUMMARY OF THE
ACCREDITING AUTHORITY COMMITTEE MEETING
MARCH 14, 2001**

The Accrediting Authority Committee (Committee) of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, March 14, 2001, at 2:00 p.m. Eastern Standard Time (EST). The meeting was lead by its chair, Mr. Louis Johnson of the Louisiana Dept. of Environmental Quality. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the distributed agenda issues.*

INTRODUCTION

Mr. Johnson welcomed the committee members to the teleconference. Minutes of the February 21, 2001, meeting were reviewed and approved as distributed.

APPENDIX A (QUESTIONS OF UNIFORMITY PROCEDURE)

Revised wording for this proposed appeals procedure for resolution of conflict of interpretation of the NELAC Standard between NELAP accrediting authorities was discussed in detail. In general, changes were clarifications, particularly of timing and responsibility for the various steps in the process. Mr. Johnson will make the changes for publication.

ISSUES FROM ON-SITE ASSESSMENT COMMITTEE

Mr. Johnson led review of changes proposed by the On-site Assessment committee to sections 6.2.3, 6.3.3.1.3.b, 6.4.2 and 6.4.2.b. Following brief discussion, Mr. Hoatson volunteered to draft wording to respond to these suggestions for discussion at the committee's next meeting.

NEXT MEETING

No new business was introduced.

The next meeting of this committee is scheduled for March 28, 2001. Issues to be discussed include completion of the questionnaire and final preparations for the committee's meeting at NELAC 7.

**ACTION ITEMS
ACCREDITING AUTHORITY COMMITTEE MEETING
MARCH 14, 2001**

Item No.	Action	Date to be Completed
1.	Mr. Johnson will make the changes to the proposed Appendix A (Questions of Uniformity Procedure) for publication.	
2.	Mr. Hoatson will draft wording to respond to the On-site Assessment committee's suggestions for discussion at the committee's next meeting.	

**PARTICIPANTS
ACCREDITING AUTHORITY COMMITTEE MEETING
MARCH 14, 2001**

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